

**DEPARTMENT OF LABOR
EMPLOYMENT OPPORTUNITY
CONNECTICUT CAREERS TRAINEE**

(LABOR DEPARTMENT COMMUNITY SERVICES REPRESENTATIVE)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 2 Lafayette Square, Bridgeport
Hours: Full-time (40 hours per week)
Salary: Bachelor's Degree Master's Degree
\$40,512 (SH 15-1) \$41,977 (SH 15-2)
Closing Date: January 11, 2013
Job Posting No: 505

Eligibility Requirement: Possession of a Bachelor's or Master's degree**

Duties: Provides information, referral, assessment, eligibility determinations and certification for all Job Service Employment and Training programs; determines barriers to employment; assesses needs and refers client to employment counseling, training, employment planning or other support services; develops job opportunities for clients whose skills do not match current listings; periodically assesses continuing eligibility; assists in developing work search plan; customizes and conducts job search and vocational exploration workshops; works with employers to seek, place and follow up on workers with appropriate skills; provides services, including outreach services, to specialized client groups as assigned; performs other related duties. After successful completion of a training period normally one-year in duration individuals are eligible for promotion to Labor Department Community Services Representative (SH-17).

Note: The preferred candidate will have at least fifteen (15) semester hours in vocational guidance, counseling, psychology, sociology or other courses related to counseling.

Important Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume or CV, a State of Connecticut Application for Examination or Employment (CT-HR-12), and the Connecticut Department of Labor Pre-Authorization and Release form (immediately follows this job announcement) which includes a statement regarding the Guide to the Code of Ethics for Public Officials and State Employees. Current state employees are required to submit their last two service ratings. The State of Connecticut Application for Examination or Employment (CT-HR-12) can be downloaded from the DAS website at <http://www.das.state.ct.us/cr1.aspx?page=13>. Reference Job Posting No. 505. Application materials will not be considered without all of the required documents. Submit via mail to:

**DEPARTMENT OF LABOR
Attn. Human Resources
200 Folly Brook Boulevard
Wethersfield, CT 06109
FAX NUMBER: 860-263-6699**

If you are choosing to fax your application, it is not necessary to also send an original copy. **Due to the large number of recruitments we cannot confirm receipt of application materials.**

**You do not have to supply evidence of your degree (an official college/university transcript) with your application package. However, this information will be required before a bona fide offer can be made. If your degree is from outside of the United States, you must submit certification from an accreditation services agency. The accreditation services agency must certify that your degree equates to a bachelor's or master's degree from an accredited American school or university.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

CONNECTICUT DEPARTMENT OF LABOR

Pre-Employment Screening – Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Connecticut State Department of Labor.

Applicant's Name (Last, First, Middle): _____

Mailing Address: _____

Home Phone Number: () _____

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Connecticut State Department of Labor.

This authorization is executed with the full knowledge and understanding that the Labor Department will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

Date Signed

Signature of Applicant

As a candidate being considered for employment at the Department of Labor, I have reviewed a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

Date Signed

Signature

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained at the following link:

http://www.ct.gov/ethics/lib/ethics/guides/public_officials_guide_10.pdf

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http://www.ct.gov/ethics/lib/ethics/publications/public_officials_guide_11.pdf